



PLAN SUBMITTAL GUIDELINES

New attached and detached single-family dwellings

Two complete sets of neatly bound and legible prints (suitable for electronic scanning) containing floor plans, details, general notes and technical specifications (including building code analysis), drawn to scale and dimensioned, sufficiently complete and detailed to show clearly the scope of the work to be performed. Clouds, if used, must be identified and dated. Preferred print sizes are between 18" X 24" to 30" X 42". The original seal and signature of the responsible Maryland Licensed Registered Architect or Professional Engineer, as appropriate, is required on all attached single-family dwellings (townhouses) drawings and manufactured industrialized/manufactured houses (as approved by the State of Maryland). For detached single-family dwellings, the plan reviewer may require such engineering certification as a condition of permit approval when the plans and documents are difficult or complicated.

Drawings shall contain, but not be limited to the following information, as applicable:

S = single family dwellings
T = townhouse

A. SITE PLAN(S)

Please visit <http://permittingervices.montgomerycountymd.gov/dpstmpl.asp?url=/permitting/z/zoning.asp> for requirements.

B. ARCHITECTURAL PLANS – minimum scale 1/8", preferred 1/4"

1. Name and address of project	S	T
2. Names, addresses and telephone numbers of owner(s), architect(s), contractor(s) and consultants(s)	S	T
3. Index of drawings	S	T
4. List of material symbols used on drawings		T
5. Specifications		
a. Design criteria as required by the International Residential Code (IRC) 2003 as amended by Montgomery County for: floor load, roof load, ground snow load, wind loads, seismic design category, frost line depth, decay protection measures, flood-resistant construction provisions, if any, see information on our website at http://www.montgomerycountymd.gov/mc/services/permitting/bc/nfbldc.htm	S	T
b. Species/grades of framing lumber;	S	T
c. Grades/classes of other structural elements; and	S	T
d. Grades/types of construction materials and finishes	S	T
6. Construction notes	S	T
7. Scaled and dimensioned floor plans – one plan for each floor - showing the use of all spaces/rooms and means of egress	S	T
8. Clear indication of firewall locations and ratings. Include listed/approved design number used		T
9. Scaled roof plans clearly showing all openings	S	T
10. Exterior elevations, showing all openings and covering materials		
11. Indicate method, amount of bracing, location of braced wall lines and braced wall panels on each story	S	T
12. Interior elevations, as appropriate	S	T
13. Complete cross-sections and details for foundations, floors, walls and roofs, properly cross-referenced showing the type of construction and bracing method used	S	T
14. Window and door schedules or dimensions of these openings	S	T

15. Detailed stairway and/or ramp plans and sections, including guards and handrails with all dimensions shown	S	T
16. Flame-spread rating, smoke development, separation of foam plastic materials	S	T
17. Location of fireplace/chimneys	S	T
18. Location of smoke detectors	S	T

C. STRUCTURAL PLANS – minimum scale 1/4”

1. Scaled and dimensioned footing/foundation plans	S	T
2. Scaled and dimensioned floor – one plan for each floor, line drawn structural framing		
3. Roof framing plans	S	T
4. Elevations, sections and details, properly cross-referenced- minimum 1/2” scale for sections and details	S	T
5. Column and footing schedules	S	T
6. Load calculations, if applicable, e.g. pier footing, or other engineering data/computations required to complete plan review	S	T
7. Reinforcing steel for slabs, retaining walls, grade beams, foundations walls and/or schedules	S	T
8. Engineered wood girders, headers, steel beams and lintels adequately identified	S	T

D. ENERGY EFFICIENCY REQUIREMENTS

1. Energy conservation analysis/computations based on the International Energy Conservation Code 2003	S	T
2. Montgomery County prescriptive package issued by Department of Permitting Services	S	T

ADDITIONAL REQUIREMENTS

1. If dwelling is in historic location, provide stamped plans and letter of conditions from Historic Preservation Commission.
2. For zones R-60, R-90 there may be height limitations, contact zoning office at 240-777-6320.
3. Three supplemental sets of site and landscape plans (5 total). NOTE: If building is on well and septic, four supplemental sets of site development plans (6 total) are required.
4. Application to Montgomery County for construction of property dedicated to public use (driveway apron). Provide street address, subdivision name, lot and block or parcel. In most cases, a bond will be required; you will be notified of the amount. For state highways, follow the instructions of the State Highway Administration (SHA) application, which may be obtained from the SHA at 301-333-1350.
5. Application for Stormwater Management and Sediment Control processing.
6. Building permit applications must be accompanied by a non-refundable filing fee.
7. If property is on well and/or septic, submit an application to the Well and Septic Section at 255 Rockville Pike, Rockville, Maryland (240) 777-6320.
8. If connecting to public water and/or sewer, the original (pink slip) copy of the plumbing permit will be required prior to the issuance of a building permit.

NOTE: Properties that lie within incorporated areas typically require building permits from the municipality in addition to Montgomery County Department of Permitting Services (DPS), see **Permit Procedures for Properties Within a Montgomery County Municipality** document issued by DPS.

Failure to comply with these guidelines may result in your plan(s) not being accepted for review.